

We are currently accepting applications for the following positions:

Vacancy Announcement No. / Position Title

[FSN# 2015/03 \(T\) / Medical Equipment Technician](#)

[FSN# 2015/03 / Medical Equipment Technician](#)

[FSN# 2015/24 \(T\) / Refrigeration & Air Conditioning Mechanic](#)

[FSN# 2015/24 / Refrigeration & Air Conditioning Mechanic](#)

[FSN# 2015/28 \(T\) / Engineering Assistant](#)

[FSN# 2015/28 / Engineering Assistant](#)

[FSN# 2015/29 \(T\) / Medical Research Scientist](#)

[FSN# 2015/29 / Medical Research Scientist](#)

[FSN# 2015/38 \(T\) / Resources Conservation Engineer](#)

[FSN# 2015/38 / Resources Conservation Engineer](#)

[FSN# 2015/42 / Medical Research Technologist \(Influenza Epidemiology Research Coordinator\)](#)

[FSN# 2015/60 \(T\) / ACS Clerk \(Front Office\)](#)

[FSN# 2015/60 / ACS Clerk \(Front Office\)](#)

USAID - Vacancy Announcement No. / Position Title

[FSN# 2015/58 / Development Program Specialist \(Budget\)](#)

[FSN# 2015/59 / Project Management Specialist \(HIV Key Populations\)](#)

[FSN# 2015/61 / Development Program Assistant](#)

FSN# 2015/03 (T)
Medical Equipment Technician

OPEN TO: All interested candidates

POSITION: Medical Equipment Technician, FSN-6, FP-8, Trainee

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 2 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of **600** or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from 12/27/2013 (FSN#2013/115(T)). Applications previously received will also be considered.”

FSN# 2015/03

Medical Equipment Technician

OPEN TO: All interested candidates

POSITION: Medical Equipment Technician, FSN-7, FP-7

OPENING DATE: December 27, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Equipment Technician in its Department of Logistics, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Calibrates, maintains, repairs and qualifies advanced biomedical and laboratory analysis equipment. Supervises and trains medical equipment technicians during preventive maintenance, checks and services (PMCS) and repair of basic biomedical and laboratory support equipment.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) At least 2 years of full time post-secondary study at college or university (high vocational school) is required;
- (2) At least 3 years of experience in medical equipment or electronics repair is required;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in Thai and English (valid TOEIC score of **600** or higher);
- (4) Able to develop and complete calibration result worksheets that allow for equipment to be used in clinical studies.
- (5) Able to supervise and train basic medical equipment technicians during PMCS and repair.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from 12/27/2013 (FSN#2013/115). Applications previously received will also be considered.”

FSN# 2015/24 (T)
Refrigeration & Air Conditioning Mechanic

OPEN TO: All Interested Candidates

POSITION: Refrigeration & Air Conditioning Mechanic, FSN-4, FP-AA, Trainee

OPENING DATE: February 20, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least one year of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level I (Rudimentary Knowledge) speaking/reading/writing in Thai and English (Provide a copy of valid TOEIC score of at least **250**, or pass the English Placement Test (EPT) that is conducted by the Regional Human Resources Office);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);

- (5) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;
- (6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/24

Refrigeration & Air Conditioning Mechanic

OPEN TO: All Interested Candidates

POSITION: Refrigeration & Air Conditioning Mechanic, FSN-5, FP-9

OPENING DATE: February 20, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Refrigeration & Air Conditioning Mechanic in its Facilities Management section located at 120 -122 Wireless Road.

BASIC FUNCTIONS REQUIRED:

The incumbent performs full journeyman level in refrigeration and air conditioning trade. S/He also performs duties involved in installation, renovation, modification, preventive maintenance & repair, rebuilding of machines, equipment, components and control devices associated with refrigeration and air conditioning systems; including cooling, heating, ventilation and air circulation system for various government held properties.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of high vocational certificate from technical school. Must possess vocational training in air conditioning, maintenance and repair or preventive maintenance (approx. 3 years);
- (2) At least two years of direct experience in maintenance, repair and installation of refrigeration and air conditioning systems;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least **400** before the deadline; otherwise, application will not be considered);
- (4) Ability to drive and possess a valid Thai driver's license (a copy of Thai driver's license is required with application);
- (5) Ability to operate various hand tools, power equipment, and instruments, and ability to produce journeyman-level quality and quantity of work;

(6) Skills in manual and mechanical lifting; driving; security and safety equipment, and ability to understand continuing technological updates within a reasonable time.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/28 (T)
Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-8, FP-6, Trainee

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of two years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;

(6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”

FSN# 2015/28
Engineering Assistant

OPEN TO: All Interested Candidates

POSITION: Engineering Assistant, FSN-9, FP-5 (Step 1 thru 4)

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9, THB 640,463 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Engineering Assistant in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Work cooperatively within the Engineering Division. The Job Holder will have primary responsibilities for quantity surveying, project supervision, inspection, and collaborative responsibility in project design.

QUALIFICATIONS REQUIRED:

- (1) Bachelor's Degree in Mechanical or Electrical Engineering;
- (2) A minimum of three years progressive experience in maintenance and repair or construction engineering field from multinational organization. Must have an experience in direction and control of planning, design, construction, cost estimating, inspection of facilities, and scheduling work, including writing Bill of Materials, and preparing engineering/technical documents;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Must have a first level of Thai Professional Engineering License and valid local driving license. (Copy of licenses is required with application);
- (5) Ability to manage, supervise and train a maintenance workforce, manage large amounts of written data and documentation, read/interpret schematic diagrams, blueprints and technical handbooks;

(6) Ability to operate computers in both English and Thai and work harmoniously with other Embassy personal;

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/109 - Engineering Assistant) need not reapply as their applications will be considered.”

FSN# 2015/29 (T)
Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-9, FP-5(Step 1 thru 4), Trainee

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40/ hours/week

SALARY:

Ordinarily Resident (OR): FSN-9 ฿640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

QUALIFICATIONS REQUIRED:

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least four years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP);

(5) Able to operate normal equipment and scientific equipment.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”

FSN# 2015/29

Medical Research Scientist

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist, FSN-10, FP-5(Step 5 thru 14)

OPENING DATE: March 6, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40/ hours/week

SALARY:

Ordinarily Resident (OR): FSN-10 ฿760,852 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 5 thru 14) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist, in its Department of Enteric Diseases, the Armed Forces Research Institute of Medical Sciences (AFRIMS), located at 315/6, Rajvithi Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as the supervisor of Molecular Genetics sub-section in the Department of Enteric Diseases. Responsible for the development of oligonucleotide primers and probes, Polymerase Chain Reaction(PCR), DNA Fingerprinting and DNA Sequencing techniques in the identification and detailed study of enteric pathogens causing diarrheal disease. Involve in planning stages of the study, recommends research approaches to senior scientists with full discussion of research objectives, research implications and alternatives. Selects appropriate laboratory procedures, makes modifications as needed for the research assignment and assures that laboratory results are properly maintained. Performs data analysis and involved in preparation of manuscripts for publication in scientific journals. Controls the quality of the laboratory work performed in the section.

QUALIFICATIONS REQUIRED:

- (1) Master degree in Molecular Biology, Biochemistry or Microbiology field;
- (2) At least five years experiences in conducting various types of molecular biology work;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) Able to verify and analyze the results of the studies, prepare reports for publication or write established methodologies as Standard Operating Procedures (SOP)

(5) Able to operate normal equipment and scientific equipment.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“Applicants who responded to Vacancy Announcement (FSN# 2014/123 - Medical Research Scientist) need not reapply as their applications will be considered.”

FSN# 2015/38 (T)
Resources Conservation Engineer

OPEN TO: All Interested Candidates

POSITION: Resources Conservation Engineer, FSN-9, FP-5 (Step 1 thru 4), Trainee

OPENING DATE: April 10, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-9 THB 640,463 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Resources Conservation Engineer in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide all leadership, technical, and program expertise necessary to lead, manage, and fulfill the mandate and requirements for regulatory energy management and resources conservation priorities for all Mission properties. The focus of position requirement is threefold. The first mandate is to identify, develop and implement a viable education program aimed at raising the collective consciousness toward energy saving and environmental conservation throughout the entire Embassy Mission community. Secondly, the incumbent is tasked with surveying the entire energy consumption platform at USG properties in Thailand and then identify, develop, and implement appropriate and beneficial energy and environmental (Green) projects, policies, and processes mission wide. This includes Energy Conservation Measures (ECMs) based on life-cycle cost analysis and long-term sustainability. Third, the incumbent is responsible for developing a reporting mechanism that identifies and accurately monitors all mission resource consumption as well as actions completed and the beneficial financial and environmental savings created by energy conservation/"Green" efforts. Incumbent will also be expected to be the expert point of contact and maintain a depository of information concerning all energy saving and environmental efforts undertaken throughout the mission Thailand.

QUALIFICATIONS REQUIRED:

(1) Completion of a Bachelor's Degree in professional engineering; Electrical/Mechanical Engineer, Environmental Engineer, Operation Engineer, or Civil/Structure Engineer is required;

(2) Minimum four years of progressively responsible, professional-level experience in program/project design, program/project planning, construction, maintenance, environmental/energy management and/or

project implementation work, with Central or State Government organizations, or private-sector institutions which included project design and performance monitoring is required;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Must understand and be able to use and interpret standard mechanical, electrical, civil and mechanical engineering tools, concepts, drawings, and practices is required;

(5) Must have excellent skills in order to prepare resource monitoring reports, mission policies, and in writing scopes of work for identified projects and work actions;

(6) Must be able to use Microsoft Word, Excel, PowerPoint and Project is required.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/38

Resources Conservation Engineer

OPEN TO: All Interested Candidates

POSITION: Resources Conservation Engineer, FSN-10, FP-5 (Step 5 thru 14)

OPENING DATE: April 10, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10 THB 760,852 per annum (Minimum starting salary)

Not Ordinarily Resident (NOR): FP-5 (Step 5 thru 14) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Resources Conservation Engineer in its Facilities Management section, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide all leadership, technical, and program expertise necessary to lead, manage, and fulfill the mandate and requirements for regulatory energy management and resources conservation priorities for all Mission properties. The focus of position requirement is threefold. The first mandate is to identify, develop and implement a viable education program aimed at raising the collective consciousness toward energy saving and environmental conservation throughout the entire Embassy Mission community. Secondly, the incumbent is tasked with surveying the entire energy consumption platform at USG properties in Thailand and then identify, develop, and implement appropriate and beneficial energy and environmental (Green) projects, policies, and processes mission wide. This includes Energy Conservation Measures (ECMs) based on life-cycle cost analysis and long-term sustainability. Third, the incumbent is responsible for developing a reporting mechanism that identifies and accurately monitors all mission resource consumption as well as actions completed and the beneficial financial and environmental savings created by energy conservation/"Green" efforts. Incumbent will also be expected to be the expert point of contact and maintain a depository of information concerning all energy saving and environmental efforts undertaken throughout the mission Thailand.

QUALIFICATIONS REQUIRED:

(1) Completion of a Bachelor's Degree in professional engineering; Electrical/Mechanical Engineer, Environmental Engineer, Operation Engineer, or Civil/Structure Engineer is required;

(2) Minimum five years of progressively responsible, professional-level experience in program/project design, program/project planning, construction, maintenance, environmental/energy management and/or

project implementation work, with Central or State Government organizations, or private-sector institutions which included project design and performance monitoring is required;

(3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least 855 can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);

(4) Must understand and be able to use and interpret standard mechanical, electrical, civil and mechanical engineering tools, concepts, drawings, and practices is required;

(5) Must have excellent skills in order to prepare resource monitoring reports, mission policies, and in writing scopes of work for identified projects and work actions;

(6) Must be able to use Microsoft Word, Excel, PowerPoint and Project is required.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2015/42

Medical Research Technologist (Influenza Epidemiology Research Coordinator)

OPEN TO: All Interested Candidates

POSITION: Medical Research Technologist (Influenza Epidemiology Research Coordinator), FSN-9, FP-5 (step 1 thru 4)

OPENING DATE: May 22, 2015

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

LENGTH OF HIRE: Fixed-Term: Not to exceed 4 years from the date of employment

SALARY:

Ordinarily Resident (OR): FSN-9 \$640,463 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-5 (step 1 thru 4) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Technologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Plans, oversees, coordinates, and supervises influenza study activities in accordance with study design, protocols, and other agreed upon procedures within the Program conducted by CDC in collaboration with the Ministry of Public Health, the Bangkok Metropolitan Administration, medical and governmental universities/ institutes. Provide implementation guidance and technical support to 5-10 staff hired and funded under CDC's Cooperative agreement with the MOPH for 2 to 3 concurrent research studies to ensure accurate completion of study procedures.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Master of Public Health, Master of Science in Public Health, Biology, Microbiology or related scientific field is required;
- (2) At least three years progressively responsible work in clinical trial, infections program, or other public health program management, including direct technical experience with epidemiology program is required;

- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (A copy of TOEIC score of at least **855** can be submitted after the deadline, but before interview. Only short listed candidates who are selected for interview will be notified);
- (4) A thorough knowledge of epidemiology research methods and procedures is required
- (5) Must be able to make appropriate departures from research study protocols and to develop detailed methods not specified in protocols.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: Until Filled

“This is a re-advertisement of announcement from May 7, 2014. Applications previously received will also be considered.”

FSN# 2015/60 (T)
ACS Clerk (Front Office)

OPEN TO: All Interested Candidates

POSITION: ACS Clerk (Front Office), FSN-4, FP-AA (Trainee)

OPENING DATE: July 3, 2015

CLOSING DATE: July 16, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4 ฿251,050 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of ACS Clerk (Front Office) in its Consular Section, American Citizen Services Unit (ACS), located at 120 – 122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent receives information from telephone inquirers, service clients, and senior colleagues about American Citizen Services primarily related to non-emergency matters such as passport and federal benefit applications and responds by answering basic questions and referring other matters to appropriate resources. S/He provides clerical and operational support for completion of non-emergency citizen service tasks.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of two years of post-secondary education or commercial school;
- (2) A minimum of six months of administrative/government service/para-professional in Consular operations or another field involving customer service;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Basic Microsoft Office applications including Word, Excel, and Outlook as well as keyboard/Data Entry/Typing 40 WPM;
- (5) Office machine, telephone operation, and basic numerical skills;
- (6) Must pass or demonstrate ability to pass FSN Consular Correspondence Courses before being eligible for the full performance level.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: July 16, 2015

FSN# 2015/60
ACS Clerk (Front Office)

OPEN TO: All Interested Candidates

POSITION: ACS Clerk (Front Office), FSN-5, FP-9

OPENING DATE: July 3, 2015

CLOSING DATE: July 16, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5 \$324,136 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of ACS Clerk (Front Office) in its Consular Section, American Citizen Services Unit (ACS), located at 120 – 122 Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent receives information from telephone inquirers, service clients, and senior colleagues about American Citizen Services primarily related to non-emergency matters such as passport and federal benefit applications and responds by answering basic questions and referring other matters to appropriate resources. S/He provides clerical and operational support for completion of non-emergency citizen service tasks.

QUALIFICATIONS REQUIRED:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22.

- (1) Completion of two years of post-secondary education or commercial school;
- (2) A minimum of one year of administrative/government service/para-professional in Consular operations or another field involving customer service;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of at least 855 before the deadline; otherwise, application will not be considered);
- (4) Basic Microsoft Office applications including Word, Excel, and Outlook as well as keyboard/Data Entry/Typing 40 WPM;
- (5) Office machine, telephone operation, and basic numerical skills;
- (6) Complete of FSN Consular Correspondence Courses.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: July 16, 2015

FSN# 2015/58

Development Program Specialist (Budget)

OPEN TO: All Interested Candidates

POSITION: Development Program Specialist (Budget), FSN-10

OPENING DATE: June 26, 2015

CLOSING DATE: July 16, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-10 \$760,852 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Development Program Specialist (Budget) in the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The Development Program Specialist (Budget) serves as a member of the RDMA/Regional Environment Office (REO) and leads a full range of financial management, budget formulation and development, and procurement tracking/planning management services critical to achieving the RDMA's Regional Cooperation Strategy (RDCS). S/he will report to the Development Assistance Specialist (Strategic Information Specialist - SIS), but may be called upon to provide analyses and recommendations to the REO Director and Deputy Director regarding budget and procurement issues. S/he will work closely with other REO staff, the Program Development Office, the Financial Management Office, the Regional Office of Procurement, and the Executive Office on matters pertaining to budget planning, financial management, and procurement.

MAJOR RESPONSIBILITIES:

Budget/Financial Formulation, Procurement Planning and Management. The duties include the following:

- Plans, manages and provides for regular budget/financial briefing documents to REO management to inform proper decision-making; REO program support budgets including budgets for Program Design and Learning (PD&L), and program administration and oversight (A&O), including analyzing the program administration budget trends; REO emergency fund requests and coordinating with the Program Development Office to arrange timely approval of emergency funds.
- Advises other REO staff members on budget process and status, and on methods of budget planning in both the design and implementation phases of programs/activities.

- Works with the Program Development Office (PDO) to arrange timely allowance of program funds from Washington, and to ensure funds are allowed to correct program elements; serves as the REO representative in Mission program budget planning meetings.
- Leads the development of financial analysis for the Operation Plan, Congressional Budget Justification and Mission Resource Request; pipeline analysis process to ensure the Agreement/Contracting Officer's Representatives (A/CORs) are effectively managing program's expenditures rates and achieving program objectives. Prepare such information for quarterly report review meetings and portfolio reviews.
- Monitors the financial status of REO's grants and contracts on a systematic basis. Guides and advises A/CORs and Activity Managers on quarterly project accruals report preparation. Prepares accruals calculation worksheet and gathers information required for accurate accruals report by coordinating with implementing partners, to the extent allowed, on a quarterly basis.
- Leads, develops and updates REO's procurement process with the contracting office, maintaining ongoing and productive communications; procurement plans covering goods and services, including all required documents according to the Automated Directive System (ADS), and a reasonable timetable to put instrument(s) in place on time.
- Reviews and revises the Initial Government Cost Estimate (IGCE) for all new Personnel Service Contracts (PSCs) positions including PSCs' contract extension.
- Prepares and/or coordinates procurement documentation, such as Modified Acquisition Assistance Request Documents (MAARDs), Purchase Orders, and other acquisition documents, and tracks the clearance process.
- Advises the REO Administrative Assistants and Project Management Assistant on preparation of any procurement and travel requests including provides fund cite for those requests; identifies program area and program elements to be assigned for each implementing mechanism to ensure all funds are tracked properly; and keeps informed of any new procurement-related policies and procedures and advises REO staff accordingly.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

- (1) **Education:** Bachelor's degree in Sciences, Social Sciences, Business Administration, Accounting, Economics or Arts is required.
- (2) **Experience (30 points):** The position requires at least five (5) years of professional and progressively more responsible experience in the field of program/project management, procurement, budget and/or finance. At least three (3) years of experience in the U.S. Government

Agency or other international/local organization or donor is required.

- (3) **Language:** Level IV, strong written and oral proficiency in English is required. Level IV (Native Speaker) in Thai is also required.
- (4) **Knowledge (30 points):** Must be able to plan, track and manage all financial, budget and procurement needs of an operation unit for a development agency. Broad knowledge of the concepts, principles, techniques and practices of development programming and project assistance is required. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislation relating to Development Assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of the RDMA's Environment Strategic Objective and related goals.
- (5) **Skills and Abilities (40 points):** The incumbent is required to: 1) obtain, analyze, and evaluate a variety of data; 2) organize and present information in concise written and oral form; 3) participate fully in the planning, development, management and evaluation of projects; 4) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; 5) edit documents; 6) focus on details; and 7) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e., Microsoft Office, Excel, PowerPoint). S/he will be required to engage with all REO partners in the collection and analysis of financial accrual information. The incumbent must have excellent interpersonal skills and be a self-starter.

SELECTION PROCESS:

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: July 16, 2015

FSN# 2015/59

Project Management Specialist (HIV Key Populations)

OPEN TO: All Interested Candidates

POSITION: Project Management Specialist (HIV Key Populations), FSN-10

OPENING DATE: June 26, 2015

CLOSING DATE: July 16, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-10 ₱760,852 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Project Management Specialist (HIV Key Populations) in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA), located at Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The Project Management Specialist (HIV Key Populations) serves as a member of the Office of Public Health (OPH) HIV Team, assisting in a full range of advisory, planning, design, development, monitoring, evaluation, reporting, administrative and financial management functions critical to the mitigation of public health threats with a focus on HIV in key populations. S/he serves as the Agreement/Contracting Officer's Representative (AOR/COR) for direct agreements and contracts in the HIV and AIDS field and as the Activity Manager for centrally managed projects being implemented by USAID/RDMA. The incumbent serves as a source of expertise in OPH for: the President's Emergency Plan for AIDS Relief (PEPFAR); men who have sex with men, transgender women, and other key populations; and the operationalization of new PEPFAR requirements. S/he is responsible for determining the procurement planning for HIV activities; and tracking HIV commodities procurement and logistics. The position is supervised by the HIV Team Lead.

MAJOR RESPONSIBILITIES:

- **ACTIVITY AND FINANCIAL MANAGEMENT:**
 1. Serve as AOR/COR or independent activity manager; monitor OPH's agreements and contracts related to HIV and AIDS; performs site visits to gather information on implementation progress and providing recommendations to the HIV Team Lead, Regional Advisor.
 2. Collect data and prepare the HIV and AIDS budget for the Annual Report as well as quarterly financial status reports on various agreements and contracts within OPH.
- **DESIGN AND IMPLEMENTATION DOCUMENTATION:**
 1. Prepare the ground work for new partnerships and initiatives, including draft Statements of Work (SOW) for contracts.

2. Participate in the quality control process, including the review of documents such as Regional Operational Plans (ROPs), Regional Development Cooperation Strategy (RDCS), work plans, Memoranda of Understanding (MOUs), grant agreements, contracts, waivers.
 3. Represent USAID in meetings with local partners and government counterparts.
- **PROCUREMENT, LOGISTICS AND REPORTING:**
 1. Develop procurement plans covering goods and services.
 2. Review procurement plans prepared by the implementing partners; make recommendations for the improvement of the systems and ensure that best practices are shared within the region.
 3. Participate in Technical Evaluation for Competitive Procurement meetings to ensure that evaluation is done in accordance with the established criteria.
 4. Prepare background reports, program fact sheets, and special briefing papers.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

- (1) **Education:** University/College Degree (i.e., Bachelor's Degree) in the field of social work, education, public health, public or business administration or a related field is required.
- (2) **Experience (40 points):** A minimum of five (5) years of professional and progressively more responsible experience in the field of public health, HIV, or development assistance is required; at least three (3) or more years of which, is at a U.S. Government agency or other international/local organization or donor. Prior experience in project management and budget formulation and tracking; working in HIV programming with men who have sex with men, transgender women and other key populations is required.
- (3) **Language:** Level IV, strong written and oral proficiency in English is required. Level V (Native Speaker) in Thai is also required.
- (4) **Knowledge (35 points):** A broad general knowledge of the concepts, principles, techniques and practices of development program and project assistance and budgeting is required. The incumbent must also have demonstrated potential to acquire knowledge of U.S. Government legislation relating to PEPFAR and Development Assistance; USAID programming policies, regulations, procedures, and documentation; and a thorough understanding of the objectives, methodology, and status of the USAID's overall Development Objectives and HIV and AIDS goals.
- (5) **Skills and Abilities (25 points):** The incumbent is required to be able to: 1) obtain, analyze, and evaluate a variety of data; 2) organize and present information in concise written and oral form; 3) participate fully in the planning, development, management and evaluation of projects; 4) follow oral instructions, and organize, prioritize and follow through on all assignments with minimal oversight; 5) edit documents; 6) focus on details; and 7) demonstrate proficiency in word processing, spreadsheets, databases and other computer applications (i.e., Microsoft Office, Google

Drive, Excel, ACCESS, SharePoint, PowerPoint). The incumbent must also have the ability to establish and maintain contacts at levels of the host government(s) and private sector from the community level to the low senior level and with stakeholders in the non-governmental arena in order to explain USAID health specific project/program policies, objectives and procedures. The incumbent must have excellent interpersonal skills and be a self-starter.

SELECTION PROCESS

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates must have successfully completed a one year probationary period of employment before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: July 16, 2015

FSN# 2015/61

Development Program Assistant

OPEN TO: All Interested Candidates

POSITION: Development Program Assistant, FSN-07

OPENING DATE: July 10, 2015

CLOSING DATE: August 13, 2015

WORK HOURS: Full-time; 40 hours/week

SALARY: FSN-7 ₱480,033 per annum (Starting salary)

APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of USAID Development Program Assistant at the U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA), located in Athenee Tower, Wireless Road, Bangkok.

JOB SUMMARY:

The Development Program Assistant will work under the supervision of the Development Assistance Assistant in the Program Development Office (PDO). The incumbent is responsible for managing information to ensure that the shared knowledge is accurate and current. The three key aspects of the job are 1) program coordination and information management; 2) procurement and logistics management for USAID/RDMA supported events, and 3) office administrative support.

MAJOR RESPONSIBILITIES:

- Program Coordination and Information Management:
 - Serving as a backstop for the overall Participant Training Management, Mission's Training Results and Information Network (TraiNET) system, including coordination of J-1 VISA processing and reporting for USAID participant training programs;
 - Coordinating responses for information requests from implementing partners, USAID bilateral missions and USAID/Washington in a timely manner;
 - Maintaining a tracking system for unsolicited proposals and routing them to the appropriate contact(s) across the Mission; and
 - Managing electronic resources for easy retrieval.
- Procurement, and Logistic Management for PDO and the Development Outreach Communications (DOC) unit:
 - Tracking the budget, coordinating with vendors for ordering goods and services, verifying receipt of goods and services and preparing vouchers for payment;
 - Providing administrative and logistical support; and
 - Participating in program implementation and administration activities through the coordination of all logistical support.

- Providing support as a Global Acquisition and Assistance System (GLAAS) requestor who coordinates funding availability and implements purchase requests, and coordinating other operational support for both Program and DOC units:
 - Providing overall planning and executing the operational functions of the DOC unit;
 - Developing office annual travel plans, preparing travel requests, coordinating visas applications and preparing travel vouchers for reimbursement;
 - Managing the RDMA photo and video archive, as necessary, and assisting with photo and video editing for RDMA external audiences;
 - Managing inventory of outreach merchandize, computer, photo and video equipment; and
 - Coordinating and/or preparing (as needed) time and attendance data for the office staff.

QUALIFICATIONS REQUIRED AND SELECTION CRITERIA:

All applications must address each selection criterion detailed below with specific and comprehensive information supporting each item in DS-174 block no. 19-22. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information.

- (1) **Education:** Bachelor's degree in information technology, communication arts, administration, arts, sciences or social sciences is required.
- (2) **Experience (20 points):** Two years of progressively responsible experience in information management, knowledge sharing, or administrative assistance in a general office environment is required.
- (3) **Language:** Level 4 English and Thai in oral and written communication is required.
- (4) **Knowledge (40 points):** Must possess, or be capable of quickly learning, comprehensive and detailed USAID policies, regulations, procedures and documentation governing program/project development, implementation and financing, administrative functions, information management and technologies, database management, travel and logistic, and other administrative procedures, regulations, and requirements of USAID and State Department regulations.
- (5) **Skills and Abilities (40 points):** Ability to coordinate with U.S. officers and foreign national staff on program development; ability to organize and coordinate information and maintain an information sharing system; very strong interpersonal skills, personal initiative, and the ability to work with a range of senior and technical professionals in a collegial and productive manner are required. Organizational skills, creativity and flexibility are also required. Proficiency with using MS Word, PowerPoint, Excel, the Internet and USAID Intranet, and the presentation of material incorporating effective graphics is required. Ability to manage travel and logistics for DOC operations; and ability to deal effectively with Embassy personnel and host country government and business officials on PDO and DOC operations are required.

SELECTION PROCESS

Applications will be initially screened and scored for eligibility in accordance with the required qualifications and points mentioned above. To be considered for candidacy, applicants must address each

criterion in their application as to how they meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification will be given a recruitment test. The recruitment test and interview will be structured around the selection criteria above. Applicants with passing marks from recruitment test and with a valid TOEIC score of 855 or above will be invited for an interview. Recruitment test and interview will be conducted in USAID/RDMA Bangkok, Thailand. USAID/RDMA will screen for nepotism/conflict of interest in determining successful candidacy. Reference checks will be conducted once the applicant pool is narrowed down to the top candidate(s). Only shortlisted candidates for final interview will be notified of the selection result. Internal candidates under probationary period must have completed 52 weeks of employment in their current position before being eligible to apply.

TO APPLY:

Please follow the check lists and submission guidelines, posted on the official website:

http://bangkok.usembassy.gov/job_opportunities.html carefully and submit complete application package thru bkkrecruitment@state.gov before the deadline.

Failure to follow the instructions will invalidate your application.

CLOSING DATE FOR THE POSITION: August 6, 2015
